

CAL POLY

Academic Senate

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<http://academicsenate.calpoly.edu/>

Meeting of the Academic Senate Executive Committee

Tuesday, November 5 2013

01-409, 3:10 to 5:00pm

- I. **Minutes:** Approval of minutes for the Executive Committee meeting of October 15 2013 (pp. 2-4).
- II. **Communication(s) and Announcement(s):**
- III. **Reports:**
 - A. Academic Senate Chair:
 - B. President's Office:
 - C. Provost:
 - D. Statewide Senate:
 - E. CFA:
 - F. ASI:
- IV. **Business Item(s):**
 - A. Appointment to Academic Senate committee vacancies for 2013-2015: (p. 5).
 - B. Appointment to University committee vacancies for 2013-2014: (p. 6).
 - C. Appointment of Academic Senate replacements:
 - CAFES: Replacement for Wayne Howard WQ 2014
 - CSM: Replacement for Robert Clark 2013-2014
 - D. Approval of Instruction Committee's recommendations for 2015-2016 Academic Calendar: (to be distributed at meeting).
 - E. Approval of assigned time for five Academic Senate committee chairs: (pp. 7-9).
 - F. Approval of Procedural Guidelines for the Academic Senate Budget and Long Range Planning Committee: (pp. 10-11).
 - G. Consideration of Dustin Stegner as Vice Chair for winter and spring 2014: (to be distributed at meeting).
 - H. Report defending quarters system: (to be distributed at meeting).
 - I. **[TIME CERTAIN 4:45 or at conclusion of Business Items]:** **CONFIDENTIAL: Executive Committee members only:** Honorary Degrees: (materials to be sent electronically.)
- V. **Discussion Item(s):**
- VI. **Adjournment:**

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE

MINUTES OF THE
ACADEMIC SENATE MEETING
Tuesday, October 15 2013
01-409, 3:10 to 5:00pm

- I. Minutes: The Executive Committee minutes of September 24 2013 were approved as presented.
- II. Communication(s) and Announcement(s): None.
- III. Reports:
 - A. Academic Senate Chair: (Rein) The Chair presented two ideas for the Executive Committee to consider: (1) The *Bylaws of the Academic Senate* do not require senators to serve on Senate committees. Would it improve communications between the Senate and its committees if senators were required to serve on a committee no later than the second year of their term? (Scaramozzino) Since WTUs are not given for Senate or committee service, it could be difficult if a senator was required to also serve on a committee. This could limit the number of individuals able to serve on the Senate. (2) Currently the committees have one member from each college/PCS; however, often a position remains vacant throughout the academic year. If a college vacancy is not filled within a certain time, should an individual from a different college/PCS be allowed to fill that vacancy? It was learned at the statewide Senate meeting that these two recommendations have increased the availability of faculty/PCS to serve on committees. (LoCascio) Could a committee have three people from the same college/PCS? (Rein) We would state in the bylaws what the limits for one college would be. (Foroohar) I believe representation on a committee is more important than numbers of filled positions. I would rather have the vacancy based on the principle of representation. (Fernflores) I agree. If this were to move forward, it would require a very broad discussion since it is an issue of shared governance. (Fisher) If one's dean does not incentivize campus service, then serving on committees is seen as having no benefit. The deans would need to take committee service seriously. (Foroohar) I would recommend the Faculty Affairs Committee draft a resolution emphasizing the value of shared governance. This would be a good time to do so since colleges are presently rewriting RPT guidelines.

(LoCascio) On the issue of quarters-to-semesters, at an ASI meeting, Stan Nosek announced that all campuses would be moving to semesters by 2016. ASI President, Jason Colombini, and the Provost are writing short reports to present to the Chancellor. As I recall, the Chancellor said he would only read one-page reports, which contained proof that student outcomes would be better on quarters than on semesters, and he did not want emotional arguments. I recommend the Senate write a report in concurrence with ASI and the Provost to avoid contradictions. (Rein) I am not sure we can demonstrate that student outcomes are better on the quarter system. (Foroohar) I recommend Jim write the report, and if the Executive Committee agrees, it can be agendized for the Senate with a brief resolution. The statements have to be in the form of a fact-sheet, they cannot be emotional.
 - B. President's Office: (Kinsley) Friday, November 1, will be a special Baker Forum from 2:00 to 3:30pm at the PAC ("future of STEM education and the importance of educating today's

youth”), followed by the dedication of the Warren J. Baker Center for Science and Mathematics from 3:30 to 6:00pm. We want everyone to be there. Food and beverages will be served.

- C. Provost’s Office: (Dicus) Strategic planning is occurring across the campus to measure how we’re doing. What are the big issues we can all be onboard with? How will each unit contribute to our overall goals?

Brian Tietje, Vice President for International, Graduate and Extended Education, is advocating for a full summer quarter. He feels this would facilitate four-year graduation rates and make better use of campus facilities. Money has been allocated for working groups to look at different ways we can use the campus during summer. Some suggestions include summer courses, workshops for various interest groups, and running “Start” programs for high school students. We hope to guarantee all classes once they are announced for summer quarter. Students are presently going to community colleges or taking online classes during summer. (Colombini) The cost of taking summer classes at Cal Poly is problematic. If you want a successful summer quarter, the courses offered have to be courses that are not offered anywhere else.

- D. Statewide Senate: (LoCascio) The university system is concerned about the mental health and suicide rate of our students. Developing intervention plans is being discussed.
- E. CFA Campus President: None.
- F. ASI: (Colombini) The Student Success Allocation Council has its first meeting on Monday. A committee of six students has been charged with creating a survey to get ideas from students on where to focus student success funds. KCPR, Cal Poly’s radio station, will be providing music to the UU Plaza.

IV. Consent Agenda: None.

V. Business Item(s):

- A. **Appointments to Academic Senate committees for 2013-2015:**

CAFES	Budget & Long Range Planning Committee	SEAN HURLEY
	Faculty Affairs Committee	AYDIN NAZMI
OCOB	Faculty Affairs Committee	JOHN DOBSON

- B. **Appointments to university committees for 2013-2014:**

Inclusive Excellence Council	GRACE YEH
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- C. **Appointment of Academic Senate replacements:** None.

- D. **Approval of Academic Senate committee charges for 2013-2014:** Additional charges to those distributed were proposed by Executive Committee members. The Chair will suggest these additional charges to the committee chairs rather than formalizing them. M/S/P to approve charges as submitted.

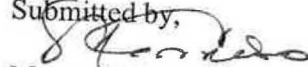
- E. **Resolution on Increasing the Number of Annual Distinguished Scholarship Awards from Two to Three:** (Bodemer) The chair of the DSA Committee provided background information to the resolution. The quality of nominees has increased over the years and both the President and Provost feel adding an additional award would be a good way to support both the growth and quality of research on campus. Adding a third award would become effective 2014-2015. M/S/P (unanimous) to agendize the resolution.

VI. Discussion Item(s):

Continuation of Dustin Stegner as Vice Chair for winter and spring 2014: Dustin is presently serving as both a replacement for Daniel Dove and as Vice Chair for fall quarter. After fall quarter, Dustin is no longer eligible to be a senator again until 2014-2015 since he has served a four-year, two-term limit, which ended in June 2013. It was an oversight that Dustin was placed on the ballot for re-election as Vice Chair for the 2013-2014 year; however, everyone welcomed his re-election. There are three options available for dealing with this situation: (1) elect a new Vice Chair at the end of fall quarter, (2) suspend the rules and allow Dustin to continue as Vice Chair for 2013-2014 with the Senate's approval, or (3) change the bylaws to have the Vice Chair position become an at-large position just as the Chair's position is presently [nonvoting, elected by the Senate not the college, and the person can serve three years maximum in the position]. This item will be brought back to the Executive Committee at its next meeting. The Chair will draft a resolution that if approved by the Executive Committee will be forwarded to the full Senate for its discussion and vote.

VII. Adjournment: 5:00pm

Submitted by,



Margaret Camuso
Academic Senate

10.25.13 (gg)

Vacancies for 2013-2015 Academic Senate Committees

College of Agriculture, Food and Environmental Sciences

GE GOVERNANCE BOARD 2013-2016
INSTRUCTION COMMITTEE 2013-2014

College of Architecture and Environmental Design

FACULTY AFFAIRS COMMITTEE
GRANTS REVIEW COMMITTEE

College of Engineering

DISTINGUISHED TEACHING AWARD COMMITTEE 2013-2014

Bridget Benson, Electrical Engineering (2 years at Cal Poly) Tenure track

I am interested in learning more about creative and effective teaching methods. Therefore, I would be happy to review my colleagues distinguished teaching work to learn from their strengths and reward them for their efforts.

FACULTY AFFAIRS COMMITTEE
GE GOVERNANCE BOARD 2013-2014
INSTRUCTION COMMITTEE 2013-2014

Orfalea College of Business

CURRICULUM COMMITTEE 2013-2014
GRANTS REVIEW COMMITTEE

Ken Griggs, Management

College of Liberal Arts

BUDGET AND LONG-RANGE PLANNING COMMITTEE 2013-2014

Andy McMahan, Music (3 years at Cal Poly) Tenure track

As the director of bands here at Cal Poly, I am responsible for the administration of our extensive band program within the Music Department. This requires a skill set that includes both planning and budget management. Currently, there are two concert bands, a very large marching band, and several chamber ensembles included in the band program with over 300 students, faculty and staff along with a combined annual budget of almost \$275,000. I have 15 years of experience with the planning, logistics, and organization of band programs having begun my career as a band director in 1998.

In addition to my personal experience (which is certainly on a much smaller scale than university planning and budget management), I have been a full-time faculty member at two college/universities prior to my appointment at Cal Poly: Simpson College (Iowa) and California State University Stanislaus. I was involved in both college and university level service at both institutions. I feel that these experiences outside Cal Poly bring unique perspectives to issues that may be addressed by the Academic Senate Budget and Long-Range Planning Committee.

Therefore, I would like to submit my interest in filling the current vacancy as the representative from the College of Liberal Arts. I feel a great duty in representing my college at the university level and feel that this is a service opportunity that would be appropriate for me at this time.

I have checked the scheduled meetings for the remainder of this quarter and am currently available for all. I have also reviewed the responsibilities and charges for the committee as outlined on the committee website.

Professional Consultative Services

CURRICULUM COMMITTEE
DISTINGUISHED TEACHING AWARD COMMITTEE
GRADUATE PROGRAMS SUBCOMMITTEE
INSTRUCTION COMMITTEE

Chair for Sustainability Committee

Vacancies for 2013-2014 University Committees

ACADEMIC ASSESSMENT COUNCIL – 7 representatives, CAFES, CAED, and CENG vacancies

CAMPUS DINING ADVISORY COMMITTEE – 1 representative, 1 vacancy (2013-2015)

INTELLECTUAL PROPERTY REVIEW COMMITTEE – 7 representatives, 1 vacancy CENG (2103-2014)

David Clague, Biomedical Engineering (6 years at Cal Poly) Tenured

Prior to joining the Cal Poly faculty, I served for 15 years in the National Laboratory complex at both Lawrence Livermore and Los Alamos National laboratories. At the National lab, I contributed both as a researcher and as a manager. In these capacities, I dealt with or was exposed to many Intellectual Property (IP) cases. These IP cases came up nearly on a monthly basis, some more critical than others. The cases, covered ownership rights, Patents and Publications, and involved employee interactions with companies, the DOE and DoD, Universities Professors & students and between Laboratory researchers.

Here at Cal Poly, I've guided students and student club projects through the IP process, filed my own invention disclosures and dealt with IP issues associated with companies. More specifically, I've had experience dealing with medical device companies, where the interactions are treated almost as sensitively as National Security Issues. Some of my company interactions have been smooth and have resulted in good collaborations; however, some companies have a more aggressive approach, and faculty and students need to be careful aware of their IP rights and vulnerabilities. These experiences combined with my National Laboratory experiences have sensitized me to many key issues of common concern to the whole of the Cal Poly family, i.e., faculty, staff and students.

My expectations on this committee are to serve as a contributing member in helping maintain, refine and apply University policy as cases emerge and to serve represent my College on IP issues. I also anticipate that committee members would not only know and understand University IP policies but also be aware of and understand relevant California Law governing Public Educational Institutions. Given the unique nature of the Cal Poly's active relationship with Industry on applied research and student projects, I anticipate participation in the Committee and within the College of Engineering as critical in ensuring sound IP policy practices.

Consistent with my background and expectations, it would be my goal to function in concert with colleagues on the IP committee to contribute to

- 1) Maintenance and application of current University IP Policy,
- 2) University advice on pending IP issues, and
- 3) College of Engineering advice on IP issues.

UNIVERSITY UNION ADVISORY BOARD – 1 representative, 1 vacancy (2013-2014)

ASSIGNED TIME FOR 2013-2014

Position/Committee	Chair 2013-2014	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009	2007-2008
Academic Senate Chair	Steve Rein	22.5	22.5	22.5	22.5	22.5	22.5	22.5
Academic Senate Vice Chair	Dustin Stegner	2	2	4	4	4	4	4
Budget and Long-Range Planning Committee	Samuel Frame	2	4	4	4	2	0	4
Curriculum Committee	Andrew Schaffner	12	16	12	12	12	12	12
Distinguished Scholarship Awards Committee	Brett Bodemer	4	4	2	4	4	4	4
Distinguished Teaching Awards Committee	Nanine Van Draanen	4	4	4	4	4	4	4
Faculty Affairs Committee	Ken Brown	4	2	2	4	4	4	4
Fairness Board	Jonathan Shapiro	2	2	2	2	2	3	3
GE Governance Board	Josh Machamer	14	12	16				
Graduate Programs Subcom	Cornelius Nuworsoo	0	0	0				
Grants Review Committee	Jeanine Scaramozzino	2	2	2	4	4	4	4
Instruction Committee	Dustin Stegner	4	4	4	4	4	4	4
Research, Scholarship, and Creative Activities Comm	Franz Kurfess	2	2	2	4	4	4	4
Sustainability Committee	VACANT	0	0	0	0	0	4	0
		74.5	76.5	76.5	74.5	74.5	69.5	77.5
					2 WTUs to senate staff	4 WTUs to senate staff		4 WTUs to incentive pay

10.28.13 (gg)

Charges for 2013-2014 Academic Senate Committees

Budget and Long Range Planning Committee

- Better understanding of the budget allocation – meet with Provost/VP AFD.
- Look at strategic plan and suggest criteria for evaluating targeted growth options.
- Have Executive Committee approve procedural guidelines. **Fall 2013.**

Curriculum Committee

- Curriculum refresh proposal.
- Distinction between units/departments. Maybe wait until not a catalog year.
- Ongoing review of curriculum proposals.
- Continue working towards a paperless curriculum review process.
- Continue discussion of course proposal forms and consider changes (could include statement of alignment between course objectives and program objectives, or ULOs)
- Resolution on sun-setting courses. **Fall 2013.**
- Resolution on eliminating the Academic Senate Graduate Program Subcommittee. **Fall 2013.**
- Resolution on Cross-Disciplinary Minors. **Winter 2014.**
- Resolution on Graduate Certificate Matriculated Student Requirements. **Winter 2014.**

Distinguished Scholarship Awards Committee

- Resolution on changing the number of awards from two to three. **Fall 2013.**

Faculty Affairs Committee

- Discuss the number of required class evaluations and develop alternatives.
- Discuss new RPT policies.
- Discuss intellectual property policy for online education.
- Discuss shared governance.
- Discuss statement on Academic Freedom.
- Consideration of TSM aspects in the RPT guidelines.
- Review the process for removal of comments for deceased and retired faculty in Polyratings.

GE Governance Board

- Ongoing review of curriculum proposals: catalog cycle proposals and continuous course review proposal.
- GE assessment planning for 13/15 catalog. **Spring 2014.**

Instruction Committee

- Resolution on conflict of interest in the assignment of course materials. **Spring 2014.**
- Review office hours policies and make recommendation.
- Assess the structure of senior projects, how it works across colleges and its value as a capstone experience

Research, Scholarship and Creative Activities Committee

- Teacher-Scholar Model, flexibility for junior faculty – continue discussion with Provost.
- The potential involvement and role for our committee in developing a process for competitive faculty research grants.
- The exploration of a simplified SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis concerning the status of RSCA/TSM at Cal Poly - Kayzen analysis may be an alternative.
- Continuation of the discussion of support mechanisms for the Teacher-Scholar Model, including a review of relevant documents from the past.
- Work towards a regular status report on scholarship at Cal Poly (similar to the one Susan Opava's office did in 2004)
- Informal yearly survey similar to the one on instructional technology done by the IACC.
- Systematic collection of relevant information - at the moment, this is done only on grants information by the Grants Development office.
- Identify examples of enabling and inhibiting practices relating to research and professional development.
- Possible discussion of consulting practices across departments - currently no university-wide policy on reporting of consulting activities.

Sustainability Committee

- Continue assessing SLOs. **Summer 2014.**
- Work with GEGB on incorporating sustainability into GE.
- Develop resolution on CP Sustainability catalog – tag GE courses or SUSCAT courses as a sustainability requirement ~2015-17. **Spring 2014. Must have suggestions on what to incorporate by Winter 2014.**
- Work with students to better integrate approaches to sustainability inside and outside the classroom/curriculum. **Low priority.**
- Promote/extend the Green Campus/Star Certification. **Low priority.**
- Determine the role of sustainability in the University's strategic plan/action plan. **Low priority. Summer 2013.**
- Develop procedures and guidelines – needs more clear/explicit charge. **Low priority.**

Procedural Guidelines for the Academic Senate
Budget and Long Range Planning Committee

Responsibilities

The Constitution of the Faculty states, "joint decision making and consultation between the administration and the General Faculty have been recognized by the legislature of the State of California as the long accepted manner of governing institutions of higher learning and are essential to the educational missions of such institutions. [T]he Academic Senate is empowered to exercise all legislative and advisory powers on behalf of the General Faculty. Advisory powers shall include, but not be limited to consultation on budget policy, administrative appointments, determination of campus administrative policy, University organization, and facilities use and planning."

The Budget and Long Range Planning Committee (hereafter BLRP) shall review and make recommendations concerning policy for the allocation of budgeted resources and long range planning decisions. BLRP shall have representation on bodies formed to review the mechanisms by which campuswide resource allocations are made. BLRP shall work cooperatively and in consultation with administrative departments, units, representatives, and staff members. Budget and long range planning tasks assigned to specific, standing committees of the Academic Senate fall within the purview of BLRP. BLRP shall continuously develop and maintain definitions of budget transparency and faculty consultation on budget and long range planning issues.

Business items may be given to BLRP by the Academic Senate, Executive Committee, and/or the Senate Chair. BLRP may send to the Executive Committee a recommendation in the form of a draft resolution in order that it be placed on the Academic Senate's agenda. BLRP's recommendations shall not be considered policy statements until formally approved by the Senate and/or Executive Committee.

Membership

Shall include one voting General Faculty representatives from each college and PCS. Ex officio members shall be an ASI representative, Vice Provost/Vice President for Academic Affairs or designee, and Vice President for Administration & Finance or designee.

Organization

BLRP shall organize the committee members into two working groups: Long-Range Planning and Budget. The Long-Range Planning working group will be responsible for completing the long-range planning charges given to BLRP by the Executive Committee and representing BLRP outside the committee as needed. The Budget working group will be responsible for completing the budget charges given to BLRP by the Executive Committee and representing BLRP outside the committee as needed. In general, the two units will meet and work as a team with the option to act as subcommittees on an as needed basis.

Responsibilities of the Chair

The BLRP Chair (hereafter the Chair) is responsible for scheduling meetings, setting an agenda, and conducting all meetings. After each meeting, the Chair will provide meeting minutes, including votes taken by BLRP on business items. At the end of each quarter, the Chair will submit a report to the Senate Office including a summary of the BLRP's work and accomplishments. At the end of each academic year, the Chair will conduct an annual review of BLRP's work and accomplishments, and provide an evaluation on how they fit within BLRP's responsibilities.

Meetings

BLRP shall meet at least one per quarter. Meetings shall be scheduled during normal work hours, during the third, sixth, and ninth Friday of each quarter. Notification of meetings shall be sent at least five working days before the meeting date. A quorum is required to conduct business. A simple majority of the voting members shall constitute a quorum for a meeting. A vote by the majority of the voting members attending a meeting constitutes the recommendation of BLRP. Voting shall take place by a show of hands unless one attending member requests a secret ballot. Electronic meetings may be conducted as described in AS-721-10.

Reporting

All BLRP deliverables must be voted on and approved by the BLRP voting members before dissemination. Minority opinions may be submitted to the Academic Senate for consideration. All meeting minutes, reports, and minority opinions will be made available to the General Faculty by way of the Academic Senate.

Dated: Fall 2013